



INSURANCE EXAMINER I

CHARACTERISTICS OF WORK:

This entry level position requires the incumbent to assist in performing analysis work to ensure that insurance companies are in compliance with Mississippi Insurance laws and regulations, the National Association of Insurance Commissioners (NAIC) Examiners Handbook, and the Mississippi Insurance Department Policies and Procedures manual for the purposes of protecting Mississippi policyholders. This also includes any other type of company falling within the parameters of Mississippi Insurance Department laws and regulations. Work is performed in accordance with established laws, regulations, procedures, guidance, and administrative directives. Supervision is received from the Insurance Chief Examiner of Financial & Market Regulations and/or an advanced level examiner.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's degree from an accredited four-year college or university in accounting, insurance, finance, actuarial science, or a directly related field with a minimum of 24 hours in the following courses:

- Nine (9) semester hours of accounting, finance, business law, or actuarial science
- Six (6) semester hours of accounting fundamentals
- Three (3) semester hours of finance or economics
- Three (3) semester hours of business law
- Three (3) semester hours of management

Documentation Required: Applicants must attach an official copy of college transcript to verify required course work.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in analyzing and examining financial statements and supplemental filings for solvency and for compliance with Mississippi insurance laws.

Assists in analyzing and examining insurance companies' nonfinancial operations for compliance with Mississippi insurance laws.

Supports the Division with analyzing and interpreting contracts, agreements, and transactions according to Mississippi insurance laws.

Coordinates the replacement of pledged securities with the State Treasury.

Communicates regulatory issues with Agency staff and insurance company management.

Pursues continuing education and current regulatory developments.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.